

Training Request Form

Proposed course name			
Sponsor(s)		Primary contact(s)	
Contact phone number		Date submitted	

Please answer the following questions to formally initiate the design & development of the requested program.

Question	Please type your response in this column
1. What is the training about? Please provide a brief description of the training program, including specific course topics.	
2. Why is the training needed? Explain the reason for conducting this training program.	
3. What are the intended outcomes? Describe what you want participants to learn in the course. What would make this program successful?	
4. Who is the target audience? List external customer groups for whom the training is intended. This includes school type and job function.	
5. Who are the stakeholders? List individuals and groups affected by the training, within FSA. Examples include key reviewers, sponsors, channel representatives, etc.	
6. Who are the content experts? List individuals who will provide subject matter expertise during development of this course.	
7. Requested timeframe When should the training program be deployed? What are the delivery constraints or requirements?	
8. Additional comments Please note any additional comments or requests related to this training.	